

PERFORMANCE WORK STATEMENT (PWS)

US Army Reserve G-4 Supply & Services Logistics Contract

(Formerly, US Army Reserve Global Combat Service Support-Army (GCSS-Army) Supply Operations, Gateway/ Department of Defense Activity Address Code Operations, and Property Book Unit Supply Enhanced/Unit Supply Enhanced Support Operation)

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PART I – THE SCHEDULE

SECTION B – SUPPLIES AND SERVICES

B.1 SCHEDULE OF SUPPLIES/SERVICES TO BE PROVIDED

(a) The contractor shall provide their total proposed amounts through the GSA business systems portal, ITSS (<https://portal.fas.gsa.gov/web/guest>) for all order line item numbers (CLINS).

This is a non-personnel services order to provide service for the US Army Reserve (AR) Global Combat Service Support-Army (GCSS-Army) Supply Operations, Gateway/ Department of Defense Activity Address Code (DODAAC) Operations, and Property Book Unit Supply Enhanced (PBUSE)/Unit Supply Enhanced (USE) Support Operations as required in the PWS.

(b) The contractor shall provide all resources required to accomplish the work efforts as specifically set forth in this order and within the scope of the performance work requirements stated in Section C.

B.2 PERIOD OF PERFORMANCE

The basic period of performance for nine months from the Effective Date of the contract, and will include three (3) one-month option periods. See section F. The following CLIN are applicable to this contract:

CLINS	Description
001a	Phase In Period
0001 / 1001 / 2001 / 3001 / FFP Labor	
0002 / 1002 / 2002 / 3002 / CR Travel	
0003 / 1003 / 2003 / 3003 / CR ODC*	

*Other Direct Costs includes shipping expenses associated with excess and turn-ins of equipment in direct support of this order.

(END OF SECTION B)

SECTION C – DESCRIPTION/SPECIFICATIONS/PERFORMANCE STATEMENT OF WORK

C.1 BACKGROUND

The AR is in the process of fielding GCSS-Army with current milestones established by Department of the Army (DA) G-4, and Product Manager (PdM) GCSS-Army. GCSS-Army will provide inoperability, facilitate integration, and promote data sharing across the spectrums of logistics including; property book, supply, maintenance, procurement, distribution, warehouse,

inventory, and tactical finance. As the project progresses from inception through fielding, the contractor shall be the primary support for ensuring AR business processes are captured in GCSS-Army. The contractor will also be instrumental in supporting the AR's organizational change management process, data migration, fielding, and training (both initial and sustainment) for GCSS-Army. The contractor shall sustain and maintain the operational assessment and continuous analysis. The priority and primary focus of this order is to ensure AR polices and business processes are part of the total Army solution. The objectives are to provide innovative and responsive logistics support to meet the evolving mission needs of the AR. As well as provide functional and operational expertise in maintaining the GCSS-Army Execution Management, Gateway/DODAAC Operations, PBUSE Support Operations and Material Management.

C.2 SCOPE OF EFFORT

The contractor shall provide all resources required to accomplish the work efforts specifically set forth in this contract and within the scope of the performance work requirements stated in Section C. This support will focus primarily on the following areas: GCSS- Army Execution Management, Gateway/DODAAC Operations, PBUSE/USE Support Operations, and Material Management as defined in this Performance Work Statement. The contractor will also support the AR efforts in the fielding of GCSS-Army to include providing organizational change management briefs to the units; guidance in data cleansing, migration, and validation process; provide fielding planning management that is updated with the PdM GCSS-Army's changing schedule.

C.2.1 PERFORMANCE REQUIREMENTS / GENERAL APPROACH

Because of the diversity of the tasks and agencies to be supported, the contractor must possess a broad range of knowledge, skills, and capabilities to meet logistic requirements. Additionally, to maximize the benefits to the government, the contractor must be able to interact knowledgeably and easily with appropriate government personnel and other contractors. The contractor may be called upon to provide support simultaneously to multiple agencies to meet competing priorities.

The contractor shall provide the appropriate amount of personnel with required training, skills, experience, and clearances in order to accomplish the work required under this PWS. The contractor shall provide its employees with detailed instruction on government policies and regulations in the areas of safety, security, and environmental compliance as they pertain to the operations specified. The Contractor shall also adhere to Organizational Conflict of Interest (OCI) clauses.

C.2.2 TASK 1 – GCSS- ARMY EXECUTION MANAGEMENT

The Contractor shall operate under the AR GCSS – Army Program supporting services. These services include the following:

Provide customer support to the GCSS-Army sites as required.

Operate and manage four (4) Retrograde Sites (RS).

Provide functional and technical customer service to all AR Activities.

Coordinate and assist with the transportation and movement of excess equipment.

Work GCSS-A changes, report additions and deletions through the commands, Logistics Support Agency (LOGSA), Logistics Information Warehouse (LIW), Defense Automatic Addressing System (DAAS), to GCSS-Army Help Desk for resolution.

Use Warehouse Activity Monitor which provides view of all Interim Conditions in summary format with ability to drill down to specific transactions. Specific movement types ensure traceability of material through each action involved as material flows through the SSA during the course of receiving, storing, and issuing.

Identify and report to the COR functional and technical risks associated with GCSS-Army.

Coordinate with the COR the changes to the AR fielding which includes the training plan, timelines, pre-site survey schedules, fielding methodology, estimated support requirements, and Change Management/Communication Plan.

Ensure all responses from requests for information (RFI's) from AR G-4 staff related to GCSS-Army are researched, analyzed, and professionally provided via reports and briefings.

Maintain situation awareness of senior AR logisticians and the staff on the impact of strategic Army and AR concepts, initiatives and policies.

Provide analysis of impacts and recommendations for the modification and implementation of such concepts, initiatives and policies within the AR.

Maintain situational awareness to senior AR logisticians and staff on the impact of Army strategic, operational and tactical logistics doctrine, policy, processes and procedures and information/management technology on AR logistics policy and operations.

Provide analysis and make recommendations for AR logistics force structure, staff and command/unit organization, and control policy/processes/procedures.

Conduct studies on AR logistics concepts, initiatives and policies and provides recommendations and input.

Maintains enterprise awareness of the Army and AR budget situation and possible impacts on AR logistics policies and operations.

Assist with supply and services over the shoulder post NET training.

Perform as the AR G-4 liaison to GCSS-Army for logistical business processes for ensuring that AR requirements and concerns are addressed.

Provide business process expertise to the AR for all Tactical Logistics Systems, to include GCSS- Army.

Participate in logistical and data cleansing workshops, including workshops for supply related issues and interoperability.

Participate in weekly Deployment I Cutover Conversion Team meeting. Participate in all applicable GCSS-Army informational meetings with the Pd.M and AR G-4.

The contractor shall participate in GCSS-Army analysis related events and activities to include analyzing key AR supply and services functionality and interoperability.

Interpret and establish logistical performance measures as part of the Enterprise Business System (ERP) work center processes.

Assist the Data Management Team in the requirements for logistical master data.

Validate end user manual for business processes for readability and organizational change impact.

Assist with training strategy and conversion plan for AR in conjunction with the Lead System Integrator training section.

Verify that business processes are adequate for the AR. Identify AR unique business processes that will not migrate to GCSS-Army.

Review, maintain, and assign logistical related roles and permissions by providing input to the Security Team. This pertains to all levels of users, from display, to support users to the upper echelon of managers. Responsible for analyzing transaction codes to determine the level of execution and assigning to the appropriate role. Analyzes Modified Table of Organization and Equipment (MTOE) & Table of Distribution and Allowance (TDA) personnel positions for the logistical operations to provide relative role assignment according to duties.

Gather, analyze, and update audience analysis for AR fielding.

Provide input in the assignment of GCSS-Army roles and responsibilities to AR personnel.

Compare tasks accomplished in LEGACY versus GCSS-Army, with the goal of identifying who will perform different tasks during the conversions (WAVE I and 2 fielding).

Assist with data conversion for Risk Assessment Team configuring the GCSS-Army modules.

Provide input for preparation, blueprinting and realization phases by interpreting business process flows.

Perform analysis of Army Integrated Logistics Architecture and based GCSS-Army products.

Provide recommendations for updating the Architecture of Integrated Information Systems business process model.

Perform as the AR liaison ensuring that AR requirements for supply and services concerns are addressed.

Participate in Material Requirements Planning (MRP) work stream meetings. Assist in efforts for the Tactical Logistics Systems (TLS) interoperability work streams. Work with Functional Integrated Concept Teams in the defining of work streams.

Provide sustainment support, consisting of daily customer assistance.

Provide assistance to the GCSS-Army Help Desk in the resolution of remedy tickets.

Review Help Desk remedy tickets and report any potential impacts to the AR.

Conduct research in multiple ERP and Tactical Logistics Systems (TLS) to resolve national level issues.

Coordinate and gather AR processes and Tactical Logistics Systems data with AR SMEs.

Assist in coordinating, monitoring, and onsite support of Wave I and Wave 2 fielding of GCSS- Army.

Ensure that applicable Tactical Logistics Systems are functional and unique processes found in AR data management tools are mapped and converted in the Wave 2 requirements.

Create and submit scenarios for logistical functionality and interoperability as required.

Participate in model reviews to determine critical path for Wave 2 fielding.

Provide accountability, receipts, issues, replenishment.to the storage operations.

Assist customers with set up of new user accounts in GCSS-Army by providing guidance and the necessary new user information to be included in the system.

Manage the turn-ins of excess equipment through the GCSS-Army system maintaining historical data and accountability of the equipment until final disposition is completed.

Maintain stock record balances and report to the wholesale echelons.

Provide reconciliation reports to all active customers on a monthly basis and process their returns. Provide the reconciliation statistics in the GCSS-Army report.

Contractor shall document, troubleshoot, and initiate actions to alleviate GCSS-Army system problems. Provide functional and technical customer service to all AR Activities through contractor provided Customer Assistance Office (CAO). Contractor must maintain a log of all calls, assistance provided, and recorded response time. During normal duty hours the response time must not exceed one hour from receipt of call. Log reports shall be summarized in the monthly GCSS-Army report. The CAO office maintains liaison with the Government's Program Manager (PM) GCSS-Army which is located in Richmond, VA, for system changes, evaluations, system problems, and other related issues.

Contractor shall provide emergency phone numbers while off duty, for the PM and the alternate. Only in the event of an emergency, the PM or alternate must respond by telephone, email, or physical contact within 4 hours to the COR or alternate.

Contractor shall provide on-site assistance as required to ensure effective operational GCSS- Army systems. When travel is required all requests must be approved by the COR prior to travel.

Contractor shall provide sufficient supply, equipment inspectors, and warehouse/yard personnel to operate and manage the four (4) RSs. Locations are identified in workload estimate attachment.

RSs will process all classes of excess from units and retrogrades from GCSS-Army into the sites and follow up with the National Inventory Control Point (NICP) and Defense Reutilization Marketing System (DRMS) once disposition is received from the national level. Commodity Managers will receive document identifiers (FTEs) from National level. The FTEs National Item Identification Number (NIINs) are Validated against Federal Catalog System (FEDLOG). When the NIIN is found to be on the ADL, disposition to Defense Logistics Agency Disposition Services (DLADS) is provided to the RS based upon logistical doctrine. If unable to provide disposition, identify the national item manager and request disposition in writing.

Contractor shall receive, store, inventory, classify, and ship equipment from RS.

Contractor shall provide a weekly RS Commodity Report that identifies the excess equipment located at each RS and Routing Identifier Code (RIC) site and the pending status. Contractor shall provide a monthly Receipt In Place (RIP) report for each RS to the COR.

Contractor shall provide transportation coordinators at Ft Bragg, NC and Orlando, FL to assist the units and RSs in the transportation movement of excess equipment from unit to the RSs and then from the RSs to wherever the disposition received from the NICP instructs for final destination. Contractor shall move equipment by the most expedient mode, taking into consideration loading/unloading compatibilities, costs, and manpower. Exceptions for movement through the RSs can be granted by the COR when more cost effective means of transportation are identified.

Contractor shall provide asset visibility, redistribution I referral, accountable records, materiel release control of the RS sites.

C.2.3 TASK 2 – GCSS – ARMY FUNCTIONAL LOGISTICAL ANALYSIS OPERATIONS

The Contractor shall provide Resource Management and Operations support. These services include the following:

Operate a Resource Management team that provides financial analysis of all AR supply transactions in GCSS-Army within the financial system. This cell also assists the commands in closing out un-liquidated assets, inter-fund bills, and establishing accounts within the GCSS-Army System.

Track and monitor results of Standard Price (SP) within the commands. Provide a monthly report to the Contracting Officer's Representative (COR). Report shall include pending delta bills, expired delta bills, and cumulative dollar lost by command in exchange pricing, and cost avoidance savings. Automated report pulled from the system and then re-formatted to include the headings required, sorting by command, etc. Contractor shall prepare reports and spreadsheets as required to identify erroneous or financial discrepancies to the COR for resolution. Contractor shall coordinate financial activities with the USARC G-8 on a recurring basis to ensure GCSS-Army and General Fund Enterprise Business System (GFEBS) are synchronized. Contractor shall research inter-fund bills and erroneous transactions for proper payment and provide findings to the COR. Contractor will identify errors, invalid records, and discrepancies back to the requestor and explain corrective actions needed to correct problem(s).

Have a basic knowledge of GFEBS and coordinate financial activities with the United States Army Reserve Command (USARC) G-8 on a recurring basis.

Assist with the set up of initial variant for all Storage Locations (SLOC's) for your MRP Areas and assist with the Z Account Assignment Table.

Be prepared to assist units/activities in functional problem resolution.

C.2.4 TASK 3 – DODAAC MANAGEMENT

The Contractor shall provide DODAAC management services. These services include the following:

Provide an ANS Coordinator and DODAAC management team to assist government customers and commands with management of assigned DODAACs. Provide management of the AR DODAACs.

Work changes; coordinate through GCSS-Army additions, and deletions through the commands, LOGSA LIW, and DAAS.

Provide scrubs of DODAACs at each command locations annually to ensure commands and subordinate DODAAC's are correct and have been reconciled with the databases at GCSS-Army, LOGSA, and LIW. .

C. 2.5 TASK 4 – PRUSE/USE SUPPORT OPERATIONS

The Contractor shall provide services assisting the commands with Property Books and Unit Supply records in GCCS-Army. These services include the following:

Assist the commands with Property Books and Unit Supply records in GCSS-Army.

Be prepared to provide supply and Property Book training to units on request from the COR utilizing current screens in the PBUSE system.

Work PBUSE and USE changes, provide additions and deletions through the commands, LOGSA LIW, and DAAS to the GCSS-Army Help Desk.

Be prepared to assist the commands where required with the GCSS-A conversion.

Realign units in PBUSE to the Organizational Data File under each command.

Publish monthly newsletter "The PBUSE Eagle Gazette". Contractor shall edit and publish articles for the PBUSE Eagle Gazette. Articles are furnished by the various departmental sections that are approved by the government for inclusion in the monthly gazette. The gazette when finalized will be approved by the COR before publishing to the field.

Be proficient with the GCSS-Army End User Manual Plus (EUM+)

Assist with Problem Solving techniques for GCSS-Army property book questions and issues.

Assist in the validation of the Force Element Templates within the commands.

Assist with the preparation of charts and reports for Campaign on Property Accountability (COPA) quarterly reporting.

Provide serialization analysts for Unique Item Tracking (UIT) of Radiation Testing and Tracking System (RATTS), Controlled Cryptographic Items (CCI), and Weapons Serialization Tracking.

Provide analysis, reports, and record tracking IAW AR 710-3 for Army Reserve equipment.

C.2.6 TASK 5 MATERIAL MANAGEMENT

The Contractor shall provide services assisting with the Daily Exception Messages. These services include the following:

Configuring of the MRP List to ensure a consistent view of the MD06 exceptions.

Review, release, or reject questionable requirements based on specific business rules. All release strategies should be cleared within 24 hours.

SSA monitoring is a management tool used to identify incomplete processes and determine choke points in warehouse flow.

Use Reparables Tracking to provide proactive movement to moment nodal tracking of Overage Reparables.

Use Deliberate Excess Management which allows the manager review of excess prior to retrograde.

C.2.7 TASK 6 GCSS-A TRAINING AND IMPLEMENTATION

Contractor shall be prepared to assist with Wave 2 according to TE K, GCSS-Army Tentative Fielding Schedule. Deployments are expected to continue from now until the entire Army is fielded by the end of 2017. PBUSE/USE and GCSS-Army will be managed concurrently throughout the fielding since the functionality of the two systems are to process requisitions and excess equipment for the USAR.

Contractor shall assist the data cleansing team to have data completed prior to deployment to the new system. Data cleansing and training is accomplished and completed within the 180 day window by the units with assistance from the data cleansing team prior to deployment.

The system is roles and permission driven and requires completion of specific training (TE L, G-CSS Standards for Training) in order to obtain/maintain approval of those roles and permissions.

Contractor shall be prepared to work with the GCSS-Army team for training and implementation of the GCSS-Army system. Operators shall be trained in new automated tactical logistical system; therefore GCSS-Army training is required prior to deployment of the new system at each command.

All training and data cleansing shall be completed prior to brown-out and black-out periods. Brown-Out/Black Out Periods are the times that the system is shut down completely to transfer all current data from one system to another. In GCSS-Army this is done when the system will transfer the old system to the new system. Usually lasts from 7 to 15 days, or until the transfer is completed.

C.2.8 DATA RIGHTS

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this order shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

C.2.9 CONTRACTOR MANAGEMENT REPORTING (CCMR)

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <http://www.ecmra.mil/>. The required information includes: (1) Contracting Office, CO, COR; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data; (5) Estimated direct labor hours including sub-Contractors; (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Activity Requiring Activity (the Activity Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website. The contractor shall notify the COR once report is submitted and furnish a copy of the report.

C.2.10 PHASE IN / PHASE OUT

Upon commencement or conclusion of the contract, the contractor shall work to ensure an effective, efficient transition with the incoming or outgoing contractor in order to attain full operational capability (FOC). The outgoing contractor shall ensure proper mitigation to avoid disruption during transition. To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have at a minimum identified key personnel on board, during the 1 month phase in/ phase out periods.

During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the order start date.

Phase out shall occur 1 month prior to order completion. During the phase out period, the Contractor shall be responsible for all requirements of this PWS and shall not unnecessarily defer completion of requirements. During phase out, an inventory between the outgoing contractor and the Government will be conducted prior to the Government conducting an inventory with the incoming contractor. The Contractor shall submit a phase out plan to the CO no later than the post award kick off meeting which shall, at a minimum, address reconciliation of all property, clean-up of work areas, security debriefings, and inventory.

Kick Off Meeting: Within ten (10) working days of the order award, the Contractor shall meet with both the technical and analytical representatives in order to review the intent and details of each task. The kickoff meeting provides an opportunity for end users to provide details of the task order and for the contractor to demonstrate an understanding of the work to be performed and completed under this Performance Work Statement (PWS). This meeting may take place at the Contractors facility and may be facilitated by the Contracting Officer, meeting may be done through email, telecom, or other alternative means.

C.2.11 KEY PERSONNEL

The following personnel are considered key personnel by the government. Program Manager {PM}, and Alternate PM. The contractor shall provide a PM who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the CO. The PM or alternate shall have full authority to act for the contractor on all order matters relating to daily operation of this contract.

Program Manager must have a Bachelor's degree and a minimum of 5 years' experience in logistics business processes to include Tactical Logistics Systems, GCSS-Army, supply, maintenance, transportation/distribution, funding, force structure, organization, mission and logistical processes. Program Manager must be knowledgeable in Defense Forces Public Security and ERP.

Alternate Program Manager must have a Bachelor's degree and a minimum of 4 years' experience in logistics business processes to include Tactical Logistics Systems, GCSS-Army , supply, maintenance, transportation/distribution, funding, force structure, organization, mission and logistical processes.

The PM or alternate shall be available between 0730 to 1630 hours Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. The names of the PM, and Alternate PM shall be designated in writing to the CO and COR no later than the post award conference.

(END OF SECTION C)

SECTION D – PACKING AND MARKING

D.1 PACKAGING AND CRATING

Shipping expenses, to include FED EX and UPS expenses, associated with excess and turn-ins of equipment in direct support of this Task Order as described in the PWS will be reimbursable. All packing and crating expenditures \$750.00 and higher shall receive prior approval by the COR. The Contractor shall provide a price estimate, substantiated by at least three (3) quotes, to the COR, prior to expenditure in order to obtain the COR's approval. Charges shall not exceed the authorized cost limits.

(END OF SECTION D)

SECTION E – INSPECTION AND ACCEPTANCE

Inspection and Acceptance. Inspection and acceptance will occur in accordance with FAR 52-212-4 Contract Terms and Conditions Commercial Items. In the absence of other agreements negotiated with respect to time provided for Government review, deliverables will be inspected and the contractor notified of the Client Representative's findings within seven (7) calendar days of normally scheduled review. If the deliverables are not acceptable, the Client Representative will notify the contractor immediately. Acceptance of invoices shall constitute acceptance of performance.

Unsatisfactory Work. Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the contractor as a result of quality control shall be at the contractor's own expense without additional reimbursement by the Government. Unless otherwise negotiated, the contractor shall correct or replace all non-conforming services or deliverables not later than seven (7) calendar days after notification of non-conformance.

E.1 QUALITY CONTROL PROGRAM

Management of the quality control program is the responsibility of the contractor. The contractor is responsible for the delivery of quality services/supplies to the Government. The Contractor shall develop, implement and maintain an effective Quality Control System which includes a written Quality Control Plan (QCP). The QCP shall implement standardized procedure/methodology for monitoring and documenting performance to ensure all requirements are met. The Contractors' QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the Government. The QCP, as a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent re-occurrence of discrepancies; procedures for trend analysis; procedures for collecting and addressing customer feedback/complaints. The contractor shall provide to the Government their comprehensive quality control written documentation within 30 days after order award, and three copies shall be submitted to the KO and COR within five (5) working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to their QC system.

E.2 GOVERNMENT SURVEILLANCE

The Government shall monitor the Contractor's performance under this order using the quality assurance criteria specified in the Services Summary and the Quality Assurance Surveillance Plan (QASP). The Contractor shall cooperate with inspectors and auditors and provide any requested information relating to the operations covered by the contract. The Contractor shall allow inspectors and auditors to periodically access work areas and access to any files required by this contract. The Contractor shall correct discrepancies and/or violations noted during safety/security/fire/performance inspections and prepare a written response providing information on action taken to correct discrepancies and/or violations. The Contractor shall provide this response to the COR within the time frame specified by the inspecting agency. Errors noted in material locations shall be corrected within four working hours.

The Contractor shall notify the COR, within one workday, of complaints in writing received by the Contractor on services or supplies covered by or received under this contract. These complaints could include, but are not limited to, those received from customers receiving deliveries, commercial shippers, and discrepancies in Shipment Reports (Standard Form 361). The Contractor is responsible for researching and submitting proposed answers to all deficiencies to the COR within five calendar days of the problem notification. All issues shall be resolved to TACOM-Natick satisfaction within 30 calendar days of problem notification.

E.3 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The Government will evaluate the contractor's performance under this contract. The Government will record all surveillance observations. When an observation indicates defective performance, the COR will require the contractor's representative at the site to initial the observation documentation. The contractor's representative initialing the observation documentation does not constitute concurrence with the observation, only acknowledgment. Government surveillance of tasks may occur at any time during the performance period. The performance objectives and standards the government will use to assess performance are as follows:

Contractor Performance Standards. The contractor shall perform to the standards outlined in the Services Summary (SS):

E.3.1 PERFORMANCE STANDARD SERVICES SUMMARY

Performance Objectives	PWS Para	Performance Threshold	Method of Surveillance
Fill positions with required personnel to meet performance objectives.	C.2	All positions are filled with qualified personnel at award and any vacated positions shall be filled within 20 business days of losing personnel.	One hundred percent inspection, reported Quarterly; the COR will confirm with On-Sites' CORs regarding the sufficiency of Contractor's performance in fulfilling the PWS requirements. The COR's surveillance will include whether the contractor's performance is meeting the PWS tasks. The results will be reported in a quarterly Surveillance Report.
Task 1 through 6	C.2.2, C.2.3, C.2.4, C.2.5, C.2.6, C.2.7	Contractor met requirements in the PWS and received no more than two (2) written customer complaints during the performance period concerning contractor deficiencies relating to the requirements. Identified deficiencies were successfully corrected within ten (10) workdays of notification.	Quarterly, the COR will confirm with On-Sites' CORs regarding the sufficiency of Contractor's performance in fulfilling the PWS requirements. The COR's surveillance will include whether the contractor's performance is meeting the PWS tasks. The results will be reported in a quarterly Surveillance Report.
Contractor shall document,	C.2.2	During normal duty hours the response time must not exceed one	Log reports shall be summarized in the monthly

troubleshoot, and initiate actions to alleviate GCSS-Army system problems. Provide functional and technical customer service to all AR Activities through contractor provided CAO. Contractor must maintain a log of all calls, assistance provided, and recorded response time.		hour from receipt of call.	GCSS-Army report. The COR's surveillance will include whether the contractor's performance is meeting the PWS tasks. The results will be reported in a quarterly Surveillance Report.
Deliverables	F.6.1	All deliverables submitted timely with no more than one error.	One hundred percent inspection, reported Quarterly; the COR will confirm with On-Sites' CORs regarding the sufficiency of Contractor's performance in fulfilling the PWS requirements. The COR's surveillance will include whether the contractor's performance is meeting the PWS tasks. The results will be reported in a quarterly Surveillance Report.
Comply with all Security Requirements.	H.5	Zero security violations during the period of performance	One hundred percent inspection (facility, documentation, process, procedures, policy, etc.) following notification by Section Chief or other Government official to the COR immediately upon discovery of a security violation. The results will be summarized in a quarterly Surveillance Report.

E.4 PAST PERFORMANCE INFORMATION

The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the

contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS it will be transmitted into the Past Performance Information Retrieval System (PPIRS). Contractors are required to register in the CPARS, so contractors may review and comment on past performance reports submitted through the CPARS. Go to the following website to register in the CPARS: <https://www.cpars.csd.disa.mil/>

(END OF SECTION E)

SECTION F – DELIVERIES AND PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting officer will make their full text available. Also the full text of a clause may be accessed electronically at the address below:

FAR website: <http://acquisition.gov/far/index.html>
DFAR website: <http://farsite.hill.af.mil/>
GSAM website: <http://acquisition.gov/comp/gsam/gsam.html>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.242-15	AUG 1989	Stop Work Order
52.242-17	APR 1984	Government Delay of Work
252.227-7013	FEB 2014	Rights in Technical Data – Noncommercial items
252.227-7014	FEB 2014	Rights in noncommercial Computer Software and Noncommercial Computer Software

[INSERT]

F.2 PERIOD OF PERFORMANCE

This order shall be effective as of order award, and the base period shall continue up through nine (9) months, unless terminated sooner according to its terms. Three (3) monthly optional periods are included.

F.3 PLACE OF PERFORMANCE

Work will be performed at CONUS/OCONUS locations. The work to be performed under this order will be performed at government facilities at all locations. The majority of the required services will be conducted at Fort Bragg NC and include requirements in Puerto Rico as well as

other locations identified in the workload estimate, attachment. They include Barling, AR; Darien, IL; Ft Buchanan, PR; Ft Jackson, SC; Ft Worth, Tx; Ogden, UT; Pittsburg, KS; San Antonio, Tx; Ft Dix, NJ; Orlando, FL; Ft Bragg, NC; Ft McCoy, WI; Ft Polk, LA; Rickenbacher, OH; Baltimore, MD

F.4 HOURS OF OPERATION

The contractor is responsible for conducting business, between the hours of 0730 to 1630 hours Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. When weekend work is required, contractor personnel work schedules may be flexed five days a week to meet the manpower requirements. In various conditions to ensure system availability, personnel may be required to work more than eight hours per day on a very limited basis or work evenings, nights, weekends/on-call with pay in accordance with negotiated rates. No overtime is authorized under this contract, but hours may be off-set during normal duty hours. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

F.6 REPORTS AND NOTIFICATIONS DELIVERY OF REPORTS

The Contractor shall provide the deliverables and reports as detailed below. Contractor provided format for these documents will be acceptable as long as information contained therein completely covers the requirements of the deliverable or report. Unless otherwise advised by the SCO, all deliverables shall be uploaded to ITSS (<https://it-solutions.gsa.gov>).

The Government will have five (5) business days to review the deliverable for content. If the deliverable is unacceptable, the Government will return it to the Contractor within two (2) days and the Contractor shall provide a revised report within two (2) days that is acceptable to the Government.

The Contractor shall notify the Government project manager, contracting officer and COR as specified when the Contractor determines that tasks will not be completed on time.

F.6.1 DELIVERABLES

Section	Name	Due Date
C.2.3	Monthly Report	Monthly- 5 th of each month
C.2.9	Phase Out Plan	Due no later than the Kick

		Off Meeting
E.1	Quality Control Plan	Due no later than the Kick Off Meeting
F.6.3	Weekly Update	1 st of Each Week, as needed
F.6.4	IPR Briefing	Quarterly
F.6.6	Trip Report	5 workdays after travel is complete
F.6.7	Contingency Plan	90 calendar days after award
H.2.1	Property Management Plan	30 calendar days after award

F.6.3 WEEKLY UPDATE

The contractor shall provide a weekly update to the USARC COR of the events of the week and any upcoming events/decision making meetings. If an event is within 48 hours, the contractor shall notify the USARC COR for guidance.

F.6.4 QUARTERLY IPR BRIEFING

The contractor shall create and brief a quarterly in process review (IPR) to the COR. IPR due NLT 30 days after the end of the Quarter (Dec, Mar, Jun, Sep). Delivered work products demonstrate effective analysis and well supported conclusions of where the program is as far as established milestones and targets.

F.6.5 MEETING ATTENDANCE

At the request of the COR, the contractor shall attend Department of the Army (DA) and Army Material Command (ACM) Councils of Colonels, Business Process Council (BPC) meetings, working group meetings, conferences, and In-Process Reviews (IPR) and report the results of the meetings, conference, and IPR to the COR. These meetings may be local or require travel. Based on the COR, DCS G-4, USARC guidance, the Contractor shall be prepared to articulate Army Reserve positions, issues, and concerns during all ERP/GCSS-Army events.

F.6.6 TRIP REPORT

Each report shall be due within five (5) workday after travel has been completed. Each report shall be submitted in the GSA's electronic Web-Based Order Processing System (currently ITSS). This report shall provide a synopsis of accomplishments performed during the travel period. Trip

reports shall include at a minimum: Organization Visited, Dates, Systems Involved, Travelers Name, Travelers Title & relationship to the Contractor, Destination, Purpose/Scope, Persons Contacted, Discussion Background, Concerns/Issues, and Conclusion.

F.6.7 CONTINGENCY PLAN

The contractor shall address, in detail, its procedures, personnel, and the means to accomplish mission requirements without delay in the event of sudden or unusual events that could impact the contractor's performance and order requirements such as but not limited to mobilization, terrorism, natural disaster, utility outages, or labor disputes. The government will not supplement the contractor's workforce. The contractor will ensure personnel required to accomplish tasks designated as "mission essential personnel" report to assigned work locations (or Government Continuity of Operations Plan (COOP) designated facilities) and performance required tasks, regardless of weather or security conditions. The government will identify tasks qualifying performers as essential personnel as applicable with the contractor providing a list of essential personnel required to perform those tasks to the COR. The identification of essential contractor services in support of the mission essential functions are identified in DoDI 1100.22. The COR will be responsible for providing government security personnel with list of contractor mission essential personnel to enable access to government facilities when non-essential are barred. Contractor will operate in accordance with DODI 3020.37, Continuation of Essential DoD Contractor Services during crisis. Additionally, the contractor shall include a strike contingency plan as part of its Plan in accordance with FAR Clause 52.222.1, Notice of Labor Disputes. The complete contingency plan will be submitted to the government for acceptance/approval not later than 90 calendar days after award.

The contractor shall support contingencies and provide services in the event of natural disasters, uprisings, civil disturbances, and other crisis. Contingency operations of this nature will be within the PWS requirement, however, the effort(s) may require work at remote sites, in dangerous locations, conducted in extreme temperatures, be subjected to blowing sand, dirt, and debris, at heights or confined spaces. Additionally, this work will likely have very short response time, where the contractor may have to use existing staffing, ramp up quickly and travel on short notice (air, rail, and road). The contractor shall include in its contingency plan processes to ramp up travel, and begin work within 72 hours of notice from the CO. The 72 hours represent consecutive hours and not business hours.

Accelerated Services and Emergency Support -Due to the nature of military operations and associated logistics support, a higher level of support than forecasted may be required (limited in duration or sustained efforts). This includes support to such programs as: mobilization, demobilization of forces; deployments, redeployments of forces; rapid fielding of organizational clothing and equipment (OCIE); supply support activity (SSA) operations or other efforts to be determined. Additionally, the contractor shall provide a management and supervisors list not later than 30 calendar days after full operating capability (FOC). The list must provide emergency contact information for all key personnel when not present at the work site. The contractor shall

be prepared and respond to emergency situations by providing an appropriate workforce for critical efforts within two hours of notice from the COR/CO.

[END OF SECTION F)

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER RESPONSIBILITIES

- (a) The Contracting Officer (CO) is the sole and exclusive government official with actual authority to take actions that bind the Government under this contract.
- (b) The right to issue order modifications, change terms and conditions, and terminate the order is reserved solely for the Contracting Officer.

G.2 CONTRACTING OFFICER'S REPRESENTATIVE RESPONSIBILITIES

- a) The Contracting Officer's Representative (COR) is responsible for monitoring the contractor's progress in fulfilling the technical requirements in the contract. The COR ensures that all required documentation and data are submitted in accordance with the procurement deliverable schedule. Should the contractor fail to fulfill the contractual requirements, the COR must inform the contractor of such failure. The COR will inform the contracting officer of any technical or contractual problems or delays. The COR maintains administration records, approves invoices and performs final inspection and acceptance of work performed under this contract.
- b) The COR has no actual, apparent or implied authority to bind the Government. The COR may not grant the contractor permission to deviate from the requirements stated in the contract, nor direct the contractor to perform any work outside the scope of the contract. Changes in the order requirements, price or terms and conditions will only be made by the CO via properly executed modifications to the Contract. The Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor will receive a copy of the written designation.
- c) The services to be performed by the contractor during the period of this order shall at all times and in all places be subject to review by the Contracting Officer or authorized representative(s).

G.3 INVOICE REQUIREMENTS

G.3.1 Invoice Submittal

A copy of the invoice must be posted in the GSA ASSIST portal (<https://portal.fas.gsa.gov>) as well as electronically to GSA Finance portal via (<http://www.finance.gsa.gov>). Invoice submissions received via hardcopy will automatically be rejected and require the vendor to re-submit electronically.

The Client Representative/COR and GSA Contract Specialist must approve the invoice in ITSS prior to payment. The invoice information posted in ASSIST must match the invoice information submitted to GSA Finance Center to initiate a receiving report. The payment information must be a three-way match with ITSS/ASSIST, GSA Finance Center, and SAM for the invoice to be successfully processed for payment.

Failure to enter an invoice into the GSA ITSS web-based system may result in a rejection. An invoice for completion of each deliverable shall be electronically delivered to the Client Representative via the GSA electronic contract management system by the twentieth (20th) calendar day of the month following delivery for client and GSA acceptance. A copy of the invoice shall be attached to the associated deliverable "Acceptance Report" posted in GSA Information Technology Solution Shop (ITSS) located on the web at <https://web.itss.gsa.gov/Login>. The invoice shall be submitted on official company letterhead.

For reimbursable expenses, the invoiced charges shall not exceed the limit specified in the task order. No charges shall be paid by the Government, which are not specifically identified in the task and approved in advance by the Government. Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support the charges. Original receipts shall be maintained by the contractor and made available to Government auditors upon request. The Contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the contract/task order number in the GSA ITSS Contract Registration (not the Contractor's company or individual representative's registration) as well as with the information under the Contractor's DUNS number in the System for Award Management (SAM), <http://www.sam.gov>. Mismatched information may result in rejected requests for payment.

- Company Name – Legal Business Name and DBA (Doing Business As) Name
- Mailing Address – Contact and Address Information
- Remittance Address – Remit To Address Information
- Employer's Identification Number – Federal Tax ID
- DUNS (Data Universal Numbering System)

G.3.2 INVOICE INFORMATION

- Invoice Number – must not include any special characters; ITSS and the invoice must match
- ACT Number from GSA Form 300, Block 4
- GSA Task Order Number – must match ITSS
- Contract Number from GSA Form 300, Block 3
- Point of Contact and Phone Number
- Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Labor, reimbursable costs, and other charges must be broken out in accordance with the contract
- Prompt Payment Discount, if offered
- Total Invoice Amount – must match the acceptance information posted in ITSS; cannot exceed the current task order ceiling
- Total cumulative task order amount and burn rate

G.3.3 FINAL INVOICE INFORMATION

The invoice for final payment must be so identified and submitted within 60 days from task order completion. No further charges are to be billed. The Contractor may request an extension of 60 days from the GSA CO to submit the final invoice. Mark with the word FINAL (even if it is a zero amount). Reimbursable travel costs shall be billed at a predetermined rate and are not subject to final rate approval. After the final invoice has been paid the Contractor shall furnish a completed and signed Release of Claims to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

[END OF SECTION G]

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 TRAVEL REQUIREMENTS

Contractor travel will be required to various locations within the Continental United States (CONUS) and Puerto Rico during the performance of this order to troubleshoot problems, attend Governmental meetings, and conduct training in support of this PWS. The Contractor shall use

phone and videoconferencing to the maximum extent possible to minimize travel. Contractor travel must be pre-approved through the COR. Contractor will be reimbursed travel expenses, lodging, meals, and travel mode, consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. When travel is performed, travel costs will be provided on a cost reimbursable basis IAW FAR 31.205-46.

Approval and written authorization must be obtained prior to any travel. The Contractor shall provide a price estimate to the COR and obtain approval, prior to travel required in direct support of this Task Order as described in the PWS. Charges shall not exceed the authorized cost limits. Requests for travel shall be submitted no later than ten days prior to travel for approval. Emergency travel will be handled on a case by case basis. Government approves travel normally within 24 hours but not to exceed 72 hours from receipt of travel request.

H.2 GOVERNMENT-FURNISHED EQUIPMENT (GFE) AND GOVERNMENT FURNISHED INFORMATION (GFI)

H.2.1 GFE

The Government will provide the necessary workspace to include, work/desk space, telephones, and file cabinets within a government facility. The Government will provide utilities. All the utilities in the facility will be available for contractor's use in the performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment. At all locations, the Government will provide computers, scanners, fax machines, and printers. At USARC headquarters, Fort Bragg, NC, the government will provide copier equipment and associated copier supplies. The government will make available Material Handling Equipment (MHE) and loading equipment at the RSs along with equipment needed for packing and crating, i.e. banding machines. See TE F, Government-Furnished Equipment (GFE}.

An initial inventory of government furnished property will be made jointly by the contractor and the appropriate government representative or incoming/outgoing contractor as appropriate and in accordance with current regulations within 30 business days of the start date of the first performance period. This inspection will verify the quantities, condition, and availability of the equipment offered to the contractor by the government. Inspection results will be recorded and signed by the contractor and the appropriate government representative.

The contractor shall sign for or otherwise provide documented proof of acceptance and responsibility for GFE in accordance with AR 735-5, AR 710-2, and local property accountability directives. The contractor shall not substantially modify, cannibalize, or turn-in (DLA DS) any GFE without prior approval of the COR. The government will provide civilian Common Access Cards (CAC) to all contractor employees upon receiving a favorable NAC-1, and approved thru the CVS application process.

IAW FAR 45.5 and FAR clause 52.245-1, Government Property, Contractors are required to establish and maintain an adequate Property Management Plan (PMP) to control, protect, preserve and maintain Government property as required by the Government. The Contractor shall deliver a Property Management Plan (PMP) which describes the Contractor's procedures to be used for the receipt, safeguarding, issue, and inventory of GFP. The Contractor shall ensure that the PMP includes the requirements of this section, PWS 1.6.8, and describes property requirements contained in FAR 45.104, Responsibility and liability of Government property, and 45.105, Contractors' property management system compliance. Contractor shall submit the PMP in electronic format within 30 working days after order award. The Contractor shall update the plan annually or as required based on changes to property regulations and requirements.

H.3 SECURITY REQUIREMENTS

Contractor personnel performing work under this order at Fort Bragg, NC must have a valid Secret security clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. All other order personnel assigned to the order will comply with applicable installation/facility access including local security policies and procedures. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, or Security Office. The contractor workforce will comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the government may require changes in the contractor security matters or processes. The security requirements to support this order are in accordance with Army Regulation (AR) 380-67, Personnel Security Program and Defense Department directives. The Contractor will provide information to the COR to complete the DD254. The COR will provide the DD254 form to the appropriate Security Manager(s) at Fort Bragg, North Carolina on all contractor personnel. A DD Form 254 will be prepared by the ordering agency and issued with the task order. The financial charges to obtain interim secret and secret clearances are the responsibility of the contractor.

The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured. Hand receipts will be issued and signed for all Government-Furnished Equipment (GFE). Inventories will be conducted as required by AR 710-2.

The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor

by the Government shall be duplicated. The Contractor shall document procedures covering key control that shall be included in the Quality Control Plan. The procedures covering key control that shall also be included in the PMP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the COR and CO.

In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the CO, re-key or replace the affected lock or Jocks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO.

Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's PCP.

The contractors shall have previous experience in implementing SAP COTS software into a DoD software solution and be able to provide the AR G-4 the functional and technical expertise required to supplement the GCSS-Army ERP effort. This includes business process identification, blueprinting, realization, training, fielding and initial sustainment. First-hand knowledge of the AR along with its policies and business processes are critical to ensuring AR unique business processes are a part of the total Army solution. The following identifies the extended breadth required to assist the AR, DCS, G-4 with ERP subject matter experts (SMEs) to accomplish this task. Contractor shall be certified as International Organization for Standardization (ISO) 9001 2008 by an independent third party registrar that has been accredited by the ANSI-ASQ National Accreditation Board (ANAB).

At time of award, primes must provide evidence of registration for ISO 9001 2008 certification.

Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DoD Information Assurance Awareness prior to access to the information systems and then annually thereafter.

H.3.1 SECURITY INCIDENTS AND VIOLATIONS

Any security violation or unauthorized entry noted by the Contractor shall be reported to the COR within one hour of discovery. The Contractor shall follow through with a written report to the COR within one workday.

The Contractor shall immediately notify the unit's security manager of any actual security violation, security incident, or of any indication of a potential unauthorized disclosure or compromise of classified or sensitive but unclassified information. There shall be zero security violations during the orderperiod of performance due to the negligence of a contractor employee.

The contractor shall comply with all local, DoD security requirements and the requirements specified herein in accordance with AR 190-13,AR 380-5, AR 380-67, DoD Regulation (Reg) 5000.1- R, and DoD Regulation 5200.2-R. The contractor shall establish and implement a comprehensive set of security plans spanning all aspects of its operations to include: personnel security, information security (JNFOSEC), automated data processing {ADP} Security, communications security (COMSEC) and physical security. The contractor shall submit its security plans (including the areas referenced above) to the Security Manager and COR no later than 30 calendar days after award for government approval.

The contractor shall ensure every contractor employee who performs work on this orderis eligible to work on the U.S. Installation. Additionally, the contractor shall ensure compliance with all applicable arms trade control laws and regulations (i.e. International Traffic in Arms Regulations 2011). The contractor shall maintain a current and complete listing of employees. The list will include employee names and will be validated by the contractor. The contractor will provide the COR, or other designated government representative an updated list monthly or as employees are removed, hired or replaced. Employee clearances need only be verified at start of work or if changes occur.

Neither the contractor nor any of its employees will disclose, or cause to be disclosed, any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of operations. Additionally, the USARC Public Affairs Office (PAO) is the only official spokesperson for the installation. No information will be released to the media without prior approval of the PAO, PCO or their authorized representative(s). The contractor will maintain a signed non-disclosure agreement for each employee, available to the government upon request.

Currently there is no operational requirement for classified storage.

Failure to safeguard classified information that may come to the contractor, or any person under its control, may subject the contractor, its agents or employees to criminal liability under 18 U.S.C.§793 and §798.The contractor shall safeguard information, materiel, equipment and records (regardless of media) from being compromised, altered, destroyed, mutilated, damaged, or lost in accordance with AR 25-1,AR 25-55,AR 25-400-2, AR 340-21,AR 380-5,AR 380-19 and other applicable policies. Additionally, Title 18 United States Code (U.S.C.) §2071 defines possible penalties for destruction of government records. The contractor shall ensure any sensitive information such as Personally Identifiable Information (PII),For Official Use Only (FOUO), proprietary, and Law Enforcement Sensitive information residing on Mobile Computing Devices (MCD) or other external media is protected in accordance with current Data at Rest

(DAR) guidelines and requirements using an authorized, approved and prescribed DAR solution. MCD's include items such as laptop computers, netbooks, notebook computers, or tablet computers; Blackberry or equivalent devices; external media includes optical disc media such as compact discs (CD's), Digital Video Disks (DVD's), Universal Serial Bus (USB) drives, also referred to as flash or thumb drives, and floppy disks, or other portable digital storage devices. Guidance for protecting DAR information is found in the Army Best Business Practice 06-EC-0-0008 1.0 DAR Protection (MS EFS) 12 Oct 06, ALARACT 134-2008 DAR Protection Strategy, and 9th SC (A) OPORD 0910-300.

The contractor shall comply with AR 25-1, AR 25-2, and applicable Information Assurance Best Business Practices. The contractor shall not install or connect non-government-owned computing systems or devices to government networks without coordination and authorization from the appropriate information assurance office. Non-government-owned computing systems or devices or any device that can store data cannot be connected to a government computer for purposes of charging the items battery. Contractor employees must use the appropriate wall adapter to charge personal devices.

COMSEC Accounts -No classified or communications security (COMSEC) information will be sent to or stored at the facility before it has been granted a facility clearance and storage capability defined by the Defense Security Service (DSS).

When securing all non-classified Army property, the contractor will abide by the requirements of AR 190-11, AR 190-13, AR 190-51, AR 190-45, local installation and unit physical security policies, plans and procedures along with all applicable supplements. All contractor physical security plans, policies and procedures will conform to the applicable installation and local USARC Unit plans, policies and procedures.

Government Facility Access -Upon order start, the contractor will request and obtain CAC and badges required for personnel to access work locations. Contractor employees are required to obtain a Contractor Common Access Card (CAC) and appropriate building security access badge to use government facilities, equipment and systems. Government issued credentials are the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contractor shall ensure Government issued credentials are retrieved/returned to the issuing Trusted Agent.

The issuing Trusted Agent for this order is the COR. The Contractor shall submit and maintain a list of all order employees to the COR prior to commencement of work. This list shall contain the full name, position, phone number, email address, last four digits of social security number, sex, and date of birth. Information is used to validate security clearance and issue CAC. The COR will validate CAC for contractor employees as needed through the approved Contractor Verification System. Unauthorized possession of an official credential, such as a CAC or building access card, can be prosecuted criminally under Title 18, section 70 I, United States Code. The contractor shall ensure all employees have the appropriate clearance to access any required areas. Specific contractor security access requirements are outlined in the Contract Security Classification Specification, DD Form 254. Respective Government Trusted Agent (TA) will be responsible for approving and facilitating contractor acquisition of contractor CACs and badges through the contractor Verification System and local security offices. Contractor will not use any other Government TA other than

Government TA assigned by PCO for this contract. Temporary employees (employed 90 calendar days or less) will be allowed access as long as they have a visitors badge and comply with installation policy. Once a contractor is no longer eligible to perform work on a contract, the CAC must be turned in to the government (e.g. CVS trusted agent). CACs cannot be transferred between contracts.

The contractor will ensure ready access to all contractor occupied areas by government inspectors. The government at its sole discretion will provide any physical repairs and improvements to all structures and barriers. The contractor will be responsible to notify the government of all mitigation requirements to ensure adequate physical security until repairs/improvements are in place. The contractor is responsible for carrying out those practices and procedures within their influence and outside of inherently government responsibilities to ensure proper security.

The contractor will ensure the establishment, maintenance and enforcement of an auditable key, lock, personal identification number (PIN), and seal custodial system for internal security of assigned facilities, space and equipment of a security interest. The contractor will comply with AR 190-51, AR 190-13 and FM 19-30 in ensuring all keys issued by the government to the contractor are not lost or misplaced and are not used by unauthorized persons. The contractor will report to the COR(s) any occurrences of lost, unauthorized use, or unauthorized duplication of keys in the contractor possession and control within 24 hours of discovery. The contractor will be liable for any and all costs necessary to secure the locks and keys compromised by any occurrence of lost, unauthorized use, or unauthorized duplication of keys. Key and Lock Control for Arms, Ammunition and Explosives (AA&E) will be in accordance with paragraphs 3-8 and 5-6 of AR 190-11 with Change 1. Other Security keys and locks will be controlled in accordance with paragraph D-6 and D-7 of Appendix D of AR 190-51 (Security of Unclassified Army Property - Sensitive and Non-sensitive). Seals will be controlled in accordance with paragraph D-10 of Appendix D of AR 190-51 Security of Unclassified Army Property (sensitive and non-sensitive). The contractor will coordinate with all parties involved to ensure the last person leaving a shared facility secures the area.

As directed by the Contracting Officer, the contractor will remove, at no additional cost to the government, any employee who endangers operational or national security. The contractor is reminded that the government has the right to revoke security clearances or to exclude individuals from its facilities. If this action results in any employee being unable to perform their duties, the contractor shall replace the employee at no additional cost to the government. Antiterrorism (AT) - All contractor employees (including subcontractors) requiring access to Army installations, facilities, or controlled access areas must complete AT Level I awareness training within 30 calendar days after order start date or employee on-board date whichever is later. The contractor shall submit certificates of completion for each affected contractor employee to the COR (or to the PCO, if a COR is not assigned) within thirty (30) calendar days after completion of training by all employees. AT Level I awareness training is available at: <https://atlevell.dtic.mil/at>

iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local provided training will be used

to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of order award and within 60 calendar days of new employees commencing performance with the results reported to the COR NLT 75 calendar days after order award as directed by AR 525-13. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. The contractor shall implement an Anny iWATCH program (terrorist watch program) in accordance with ALARACT 110/2010.

The contractor employees will comply with applicable installation I facility access including local security policies and procedures (provided by the government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce will comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the government may require changes in contractor security matters or processes.

The contractor will develop an Operations Security (OPSEC) SOP / Plan within 90 calendar days of order award, to be reviewed and approved by the responsible government OPSEC officer, per AR 530-1, Operations Security. This SOP / Plan will specify the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator (in addition to the employee's regular function). The contractor will ensure that this individual becomes OPSEC Level II certified per AR 530-1 in not longer than 90 calendar days after award.

All new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor employee to the COR within (30) calendar days after completion of training by an employees.

All contractor employees must complete DoD IA (Information Assurance) Awareness (Level I) and associated Wide Network Security Focus (WNSF) training prior to being granted access to any government network or ADPE, and annually thereafter. Contractor employees requiring access to government ADPE or networks must also initially and annually sign, date, and submit the required Acceptable Use Policy (AUP) to their ATCTS records. If during performance of the order ADPE security requirements or access policies change, the contractor will be required to follow and adhere to the new or updated policies. All contractor employees working INIT functions must comply with DoD and Army training requirements in DoD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of employment. All contractor employees with access to a government information system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of employees' services.

The contractor shall be responsible for out processing its personnel. In accordance with FAR 52.204-9 all-out processing documentation shall be provided to the COR when requested

H.4 ORGANIZATIONAL CONFLICT OF INTEREST (Oct 2010) – Alternatives III, IV, VI

“Organizational Conflict of Interest” means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the order work is or might be otherwise impaired, or a person has an unfair competitive advantage. “Person” as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5. Offeror as used in this solicitation section addressing OCI shall include all vendors that the company submitting this proposal has entered into a contractor teaming agreement or prime subcontractor relationship with in connection with its proposal submission for this acquisition.

(a) If the Offeror is currently providing support or anticipates providing support to the Government that presents an actual or potential OCI with the requirements for this acquisition; OR If the Offeror is currently performing or anticipates performing any other work for the Government under any proposal for any solicitation relating to the requirements for this contract, then the Offeror shall include in its proposal submission; (1) a statement identifying and describing the actual or potential OCI, and (2) a proposed OCI mitigation plan detailing the Offeror’s recommendation for how the potential OCI may be avoided, neutralized and/or mitigated. If the Government determines an OCI cannot avoided, neutralized, or mitigated, the Offeror may be excluded from consideration for award The Offeror warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(b) It is recognized that the effort to be performed by the contractor under this order may create a potential organizational conflict of interest on the instant order or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this order shall be limited as described below in accordance with the requirements of FAR 9.5.

(c) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any proprietary information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g. where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of one year after completion of performance on this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(a) The Contractor further agrees that, during the performance of this order and for a period of one year after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, officers of the company participating in the contract, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any re-competition for those systems, components or services furnished pursuant to this contract. As provide in FAR 9.505-2,

(b) if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this order or before the one year period following completion of this order has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(c) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest; it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action, which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the order for the convenience of the Government if determined to be in the best interest of the Government.

(d) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this order or becomes, or should become, aware of an organizational conflict of interest after award of this order and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this order for default.

(e) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this order for default.

(f) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final and is not subject to the clause of this order entitled "DISPUTES" (FAR 52.233-1).

(g) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(h) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(i) The Contractor shall include this requirement in subcontracts of any tier, which involve access to information, or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(j) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

Compliance with this requirement is a material requirement of this contract.

H.5 SAFETY REQUIREMENTS

Contractors shall comply with Occupational Safety and Health Act (OSHA) Public Law 91-596, OSHA Standard 29 CFR 1910, and OSHA Standard 29 CFR 1926 for the protection of their employees. To ensure the protection of Air Force personnel, assets and interests, the contractor shall be solely responsible for compliance with all federal, state and local laws, codes, ordinances, regulations, the OSHA (Public Law 91-596) and the resulting OSHA Standards 29 CFR 1910 and OSHA Standards 29 CFR 1926, all Air Force OSH (AFOSH) Standards, and any applicable local guidance. The contractor shall establish and maintain a safety and health program detailed in a written Contractor's Safety and Health Plan. The Air Force is part of the OSHA Voluntary Protection Program (VPP). All shall familiarize themselves with the requirements of VPP.

Information on the VPP can be accessed at <http://www.osha.gov/dcsp/vpp/index.html>. Additionally, the contractor is responsible for the safety and health of all subcontractor employees. There shall be zero Class A or B mishaps per order period of performance, and no more than two Class C mishaps per order period of performance. The contractor shall maintain the Standard which is no critical defects. A critical defect occurs where there is non-compliance with Occupational Safety and Health Act (OSHA), Air Force OSH Standards, Instructions, Manuals, etc., and a safety or environmental incident or mishap is attributed to inadequate or non-performed safety and health (S&H) or environmental tasks; or missed or inadequately performed duties jeopardized the S&H of environment, of personnel, or equipment.

The Contractor shall conform to all safety, fire, and security rules and general industry standard for occupational safety and health, CFR 1910. The Contractor shall take precautions, as required, to ensure accident-free performance while protecting material from damage and loss.

Government fire/safety personnel shall have the express right to inspect the Contractor's operation for fire/safety violations at any time during the term of the contract.

H.6 PERSONAL SERVICES

GSA will not issue orders to provide services prohibited by FAR Part 37.1. The administration and monitoring of the contractor's performance by GSA or the Client Representative shall not be as detailed or continual as to constitute supervision of contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel, such as interviewing, appraising individual performance, scheduling leave or work, or directing how to perform work.

GSA meets the needs of its clients for support through non-personal services contracts/task orders. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract/task order, the contractor shall adhere to the following guidelines in the performance of the task.

- a) Provide for direct supervision of all order employees assigned to the task.
- b) Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- c) Ensure close communication/coordination with the GSA Customer Account Manager, reporting problems to them as they occur (not waiting for a meeting).
- d) Do not permit Government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government jobs.
- e) Do not assign contractor personnel to work under direct Government supervision.
- f) Maintain a professional distance from Government employees.
- g) Provide contractor employees with badges, if appropriate, identifying them as contractors.
- h) Ensure proper communications with the Government. Technical discussions and Government surveillance are acceptable, but the Government cannot tell the Contractor how to do the job.
- i) Assign a task leader to the contract. The task leader or alternate shall be the only one who accepts tasking from the assigned Government point of contact or alternative.
- j) When travel is required for the performance on a task, contractor personnel are only to travel as directed by their order management.

H.7 SECTION 508 COMPLIANCE

The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 USC 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking

information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Contractor should review the following Web sites for additional Section 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

[END OF SECTION H]

PART II - CONTRACT CLAUSES

SECTION I – CONTRACT CLAUSES

I.1 CLAUSES

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS SB task orders, based on their specific order type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS SB master contracts automatically flow down to all OASIS SB task orders.

52.222-41 Service Contract Labor Standards (MAY 2014)

52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

DFARS 252.227-7014 Rights in Noncommercial Computer Software and Noncommercial Software Documentation (FEB 2014)

DFARS 252.227-7015 Technical Data – Commercial Items (FEB 2014)

Attachment A

DEFINITIONS AND ACRONYMS

CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

CONTRACTOR'S MANAGERIAL PERSONNEL. The contractor's directors, officers, managers, superintendents, or equivalent representative who have supervision or directions of all or substantially all of the contractor's business. All or substantially all of the contractor's operations at any one plant or separate location; or A separate and complete major industrial operation.

CONTRACTING OFFICER'S REPRESENTATIVE. An employee of the U.S. Government appointed by the CO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

DOJOCON. Used in the Funds Control Module consisting of DODAAC, Job Assignment, and Customer Control Table.

FTE. Document identifier for requesting disposition for turn-in transactions.

GCSS-Army. Global Combat Support System-Army will modernize logistics by implementing best business practices to streamline supply operations, maintenance operations, property accountability, logistics management and integration procedures from an echeloned, mass-inventory approach to a more effective and responsive distribution system based on the availability and use of accurate information.

MODULARITY. Army's design into modules for flexibility and singular section capability within a designated unit.

PBUSE. Property Book Unit Supply-Enhanced an Army developed system used to account and record Army Property administered by the Property Book Officers.

PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

PLANT 2000. Unit level funds stratification

PLANT 2001. SSA and above funds stratification

PURCHASE ORDER. Request to national for till.

QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

QUALITY ASSURANCE SURVEILLANCE PLAN. An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

GCSS-ARMY CUSTOMERS. Activities/units assigned to a specific GCSS-Army site.

SARSS-1 SITE. A site that has a live SARSS-1 automated system that processes transactions from unit level to national level and vice-a-versa.

SARSS-2. Process requisition to be passed to wholesale transactions from SARSS-1.

SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

TASK ORDER CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: the only individual who can legally bind the government.

UNITED STATES ARMY RESERVE COMMAND. Headquarters for the Army Reserve located at Fort Bragg, NC.

WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

WORK WEEK. Monday through Friday, unless specified otherwise.

ZPARK AND RELEASE STRATEGY. Management tool for funds check and release orders.

Account Processing Code (APC)

ANSI-ASQ National Accreditation Board (ANAB)

Army Network Station (ANS)

Army Component of US Central Command/Third Army {ARCENT} Automatic Disposal List {ADL}

Continental United States {CONUS} Contract Line Item Number {CLIN} Contracting Officer

Representative (COR)

Corp Theater Automatic Data Processing Service Center (CTASC) Customer Assistance Office (CAO)

Department Army {DA}

Defense Automatic Addressing System (DAAS)

Defense Logistics Agency Disposition Services (DLADS)

Defense Network Operations {ONO}

Defense Reutilization Marketing System {ORMS} Defense Transactions Service (DTS) Department of Defense (DoD)

Department of Defense (DD) [forms]

Department of Defense Activity Address Center (DODAAC) DODAAC, Job Assignment, and Customer Control Table (DOJOCON) Distribution Management Center (DMC)

Exchange Pricing (EP)

Federal Acquisition Regulation (FAR) Federal Catalog System (FEDLOG) Force Element (FE)

Fund Code (FC)

Funds Control Module (FCM)

General Fund Enterprise Business System (GFEBS) Global Combat Support System-Army (GCSS-Army)

Government-Furnished Equipment (GFE) Government-Furnished Property (GFP)

In Accordance With (IAW)

International Organization for Standardization (ISO) Information Technology (IT)

In-Process Reviews (IPR)

Installation System Security Office (ISSO) Integrated Logistics Analysis Program {ILAP} Interim Change Package (ICP)

Installation System Security Office (ISSO) Joint Travel Regulations (JTR)

Logistics Information Systems {LIS} Logistics Information Warehouse {LIW} Logistics Support Agency (LOGSA) Logistics {LOG}

Modified Table of Organization and Equipment (MTOE) Material Handling Equipment {MHE}

Material Management Center (MMC) National Inventory Control Point (NICP)

National Item Identification Number (NINs) Occupational Safety and Health Administration (OSHA)

Operational Functional Training Support Commands (OFTS) Other Direct Cost (ODC)

Performance Work Statement (PWS) Period of Performance (POP) Personal Protective Equipment (PPE)

Point of Contact (POC)

Program Manager (PM)

Property Book Unit Supply Enhanced (PBUSE) Property Management Plan (PMP)

Quality Assurance (QA)

Quality Control Assurance Plan {QASP} Quality Control Plan (QCP)

Routing Identifier Code (RIC)

Retrograde Sites (RS)

SSN-LIN Automated Management & Integrated System (SLAMIS) Software Change Package (SCP)

Standard Army Financial System (STANFINS)

Standard Army Management Information Systems (STAMIS) Standard Army Retail Supply System (SARSS)

Structured Query language (SQL) Subject Matter Expert (SME) Technical Exhibit (TE)

Unit Identification Code (UIC) United States Army Reserve (AR)
United States Army Reserve Command (USARC) Unit Supply Enhanced (USE)

Attachment B

Applicable Publications

The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

AR 190-1 1	Physical Security of Arms, Ammunition, and Explosives The Army
AR 190-13	Physical Security Program
AR 190-51	Security of Unclassified Army Property
AR 380-5	Security, Department of the Army Information Security Program The Army
AR 385-10	Safety Program
AR 710-3	Asset and Transaction Reporting System Requisition,
AR 725-50	Receipt, and Issue System
AR 735-5	Policies and Procedures for Property Accountability Supply
AR 710-2	Policy Below the National Level Management Control
AR 11-2	Packing of Material Logistics
AR 700-15	Assistance
AR 700-4	Centralized Inventory Management of the Army Supply System Supply Policy
AR 710-1	Below the National Level
AR 710-2	Reporting of Supply Discrepancies Storage of
AR 735-1 1-2	Supply Activity Operations Stock Readiness
AR 740-1	Army Materiel Maintenance Policy Army
AR 740-3	Safety Program
AR 750-1	Using Unit Supply System, Manual Procedures
DA Pam 385-10	Supply Support Activity Supply System, Manual Procedures
DA Pam 710-2-1	Functional User Manual for the Army Maintenance Management System Clothing and
DA Pam 710-2-2	Individual Equipment
DA Pam 750-8	Field and Garrison Furnishings and Equipment Expendable/Durable
CTA 50-900	Items
CTA 50-909	Army Adopted/Other Items Selected for Authorized/LIST of Reportable Items
CTA 50-970	
SB 700-20	
ADSM 18-LIY-AJT-ZZZ-EM	End User Manual SARSS-1 Users
ADSM 19-LIY-AJT-ZZZ-UM	Manual SARSS-1
ADSM 18-LIQ-AJP-ZZZ-EM	End User Manual SARSS-2AC/B 1-
ADSM 18-LIQ-AJP-ZZZ-HB	SQL Handbook SARSS-2AC/B
ADSM 18-LIQ-AJP-ZZZ-HB	DODAAF/Parameter Handbook SARSS-2AC/B
DLA-CAH4/ DLA-CAH3	Defense Logistics Agency Customer Assistance Handbook
GCSS-Army Web site	www.gcss.army.mil

Attachment C Workload Estimate

This projection is the Government's estimated workload based on the requirements in this performance work statement, and is not intended to be binding on either party or to be the only possible solution to this requirement. It is based on historical and future needs. This is a performance-based acquisition so offers may vary with respect to the labor categories (skill mix) and labor hours quoted. However, if the offeror deviates significantly from this projection then the offeror's quote shall include a detailed rationale for the deviation. A significant deviation includes labor category other than as listed and or a 20% or greater deviation from the number of hours for any labor category.)1440 hours based on 9month base POP (1920 FTE year))

Labor Category	LOCATION	Hours
Supply Technician - Lead (SSA)	Barling, AR	1,440
Supply Technician - SSA	Barling, AR	1,440
Supply Technician - Lead (SSA)	Darien, IL	1,440
Supply Technician – SSA 7 FTE	Ft Bragg, NC	10,080
Supply Technician - SSA	Ft Buchanan, PR	1,440
Supply Technician - Lead (SSA)	Ft Buchanan, PR	1,440
Supply Technician - SSA	Ft Jackson, SC	1,440
Supply Technician - Lead (SSA)	Ft Jackson, SC	1,440
Supply Technician - Lead (SSA)	Ft McCoy, WI	1,440
Supply Technician - Lead (SSA)	Ft Worth, TX	1,440
Supply Technician - SSA	Ft Worth, TX	1,440
Supply Technician - SSA	Ogden, UT	1,440
Supply Technician - Lead (SSA)	Pittsburg, KS	1,440
Supply Technician - SSA	Pittsburg, KS	1,440
Supply Technician - Lead (SSA)	San Antonio, TX	1,440
Supply Technician - SSA	San Antonio, TX	1,440
Supply Technician - Lead (SSA)	Ft Dix, NJ	1,440
Supply Technician - Lead (SSA)	Ogden, UT	1,440
Logistics Analysts – DODAAC 8 FTE	Ft Bragg, NC	11,520
Logistics Analysts – Lead	Ft Bragg, NC	1,440
Logistics Analysts 5 FTE	Ft Bragg, NC	7,200
LOG Mgmt Spec III - Item Management	Ft Bragg, NC	1,440
LOG Mgmt Spec II - Item Management 4FTE	Ft Bragg, NC	5,760
LOG Mgmt Spec III – PBUSE 3 FTE	Ft Bragg, NC	4,320

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LOG Mgmt Spec III - PBUSE	Puerto Rico	1,440
LOG Mgmt Spec III - COA GCSS-A 4 FTE	Ft Bragg, NC	5,760
Transportation Coordinator - East	Orlando, FL	1,440
Transportation Coordinator - West	Ft Bragg, NC	1,440
Log Mgmt Spec III Supervisor Retro Site	Ft McCoy, WI	1,440
Quality Control Equipment Inspector	Ft McCoy, WI	1,440
Supply Technician 2 FTE	Ft McCoy, WI	2,880
Supply Technician	Ft McCoy, WI	1,440
Log Mgmt Spec III Supervisor Retro Site	Ft Polk, LA	1,440
Quality Control Equipment Inspector	Ft Polk, LA	1,440
Supply Technician 2 FTE	Ft Polk, LA	2,880
Log Mgmt Spec III Supervisor Retro Site	Ogden, UT	1,440
Quality Control Equipment Inspector	Ogden, UT	1,440
Supply Technician 3 FTE	Ogden, UT	4,320
Log Mgmt Spec III Supervisor Retro Site	Rickenbacher, OH	1,440
Supply Technician 2 FTE	Rickenbacher, OH	2,880
Log Mgmt Spec III Supervisor Retro Site	Ft Dix, NJ	1,440
Quality Control Equipment Inspector	Ft Dix, NJ	1,440
Supply Technician 6 FTE	Ft Dix, NJ	8,640
Computer Operator III	Ft Bragg, NC	1,440
Project Manager	Ft Bragg, NC	1,440
Alternate Project Manager	Ft Bragg, NC	1,440
MGR1 PBUSE Systems Manager	Ft Bragg, NC	1,440
MGR2 GCSS-Army/Plant 2001 Manager	Ft Bragg, NC	1,440
MGR3 ANS/DODAAC Manager	Ft Bragg, NC	1,440
MGR4 Resource/Finance Manager	Baltimore, MD	1,440

Wage Determinations:



Exempt SCA With
WD.xlsx